

## HEALTH DEPARTMENT

## State Family Planning Bureau

The 6<sup>th</sup> December, 1967

No. 6926-5HBI-67/20756.—Rules for Grants-in-aid to Voluntary Organisations and Local Bodies for Family Planning Programme in Haryana State.

## I. INTRODUCTION

The Government of India on the recommendations of the Special (Mukherji) Committee have decentralized the authority to sanction grants-in-aid to Voluntary Organisations, Local bodies for Family Planning Programme up to Rs 50,000,—*vide* their letter No. 5-16/66-P&E, dated 29th October, (7th Kartika 1888) and have framed Model Rules for grant to them. The Government of India have desired the State Government of Haryana to adopt these Rules or to frame their own rules. Based on these Model Rules, the State Government have framed the Rules for grants to voluntary organisations and local bodies for family planning programme in Haryana State. Both the new grants and the continuation grants will be sanctioned to the Voluntary Agencies and Local Bodies as follows :—

- (i) Amount up to Rs 20,000 will be sanctioned by the State Family Planning Officer.
- (ii) Applications for amounts exceeding Rs 20,000 will be considered by a Grants Committee, consisting of the :—
  1. Director, Health Services, .. Chairman
  2. Regional Director (F.P.) .. Member
  3. Family Planning Officer .. Member Secretary
- (iii) The recommendations of the Grants Committee for amount exceeding Rs 20,000 but not exceeding Rs 50,000 shall be submitted to the State Government of Haryana for sanctioning grants-in-aid up to Rs 50,000.
- (iv) For amounts above Rs 50,000 the recommendations of the Grants Committee shall be forwarded to the Government of India, Ministry of Health and Family Planning (F.P. Department), New Delhi, for sanctioning the grants.

With a view to avoiding delay in making payments to the grantees, the Grants Committee shall, if there is an application pending, meet at least once a month.

## II. CONDITIONS OF ELIGIBILITY FOR ASSISTANCE

In order to be eligible for financial assistance for Family Planning Programme, an institution/organisation shall possess the following characteristics :—

- (a) It shall have a legal status permitting the entrustment of public funds to it, i.e., it should be a registered body under the Societies Registration Act, 1860 or any other statute, or an institution of All-India Character.
- (b) It shall be non-official and under non-proprietary management.
- (c) It shall have a well defined objective to promote in the field of Family Planning.
- (d) It shall not be run for profit to any individual or group of individuals but should serve the general public without any distinction of caste, creed, colour or religion.
- (e) It shall have personnel resources, experience and managerial ability to carry out the purposes for which the grant-in-aid has been applied for.
- (f) Its work and financial position shall be reported as satisfactory by a competent authority (District Magistrate) of a District.
- (g) It shall agree to furnish periodical reports of its working, etc., and the annual statements of accounts duly countersigned by a Chartered Accountant/Examiner, Local Fund Account, Haryana, or by an authorised officer of the State Health Department.
- (h) It shall agree to allow officers authorised by the Ministry of Health and Family Planning, the State Government or the Accountant-General, Haryana, or the D.H.S., Haryana, or their nominees to visit and inspect the accounts and General working of the Institution as and when considered necessary by the said authorities.
- (i) It shall agree to consider and abide by the suggestion from the State Government/Ministry of Health and Family Planning/D.H.S., Haryana and to follow directive in respect of working of the Institution, standard of service, etc.
- (j) It shall agree that if any of the conditions or directions have been violated or the grant has not been particularly utilised for the purpose for which it was sanctioned, the whole of the grant or such portion thereof as may be determined by the State Government/Director, Health Services, Haryana or the Government of India may be refunded forthwith by the organisation/Agency to the sanctioning authority.

- (k) In the event of default the amount due from the organisation/agency shall be recovered as arrears of Land Revenue.
- (l) No Institution shall be entitled to claim grant-in-aid, as a matter of right and no reason shall be assigned by the State Government/Director of Health Services, Haryana/Ministry of Health and Family Planning for non-consideration of an application.
- (m) The grant-in-aid will be subject to the general rules regarding grant-in-aid as laid down in the Punjab Financial Rules and other orders issued from time to time.
- (n) It shall agree to abide by the conditions attached to the grants-in-aid by the State Government, Ministry of Health and Family Planning/Director of Health Services, Haryana.

### III. PURPOSES OF GRANTS-IN-AID

(a) Grants shall be admissible for any aspects of the Family Planning Programme. Some Institutions/Organisations may like to take up the educational promotional part of the work, some may undertake distribution of contraceptives, some may run a centre with all its functions, some may wish to take up an activity on special occasions, e.g., organise a Family Planning exhibition on the occasion of a big mela, etc., or to participate in an educational drive during the Family Planning Week. Patterns of assistance for some of these objects are given in appendices at A to C. The scale of pay and allowance for the staff shall normally not exceed that sanctioned for that corresponding staff of the State Government. Whenever required, local bodies/Voluntary agencies may hire office accommodation, if no suitable accommodation is available otherwise. The scale of accommodation should be such as may be certified by the Director of Health Services, Haryana/State Government to be suitable and the rent be fixed at an amount which the State Public Works Department certify as being reasonable. After taking into consideration the scales of pay of staff, rent for accommodation, the State Government on the recommendation of the Director of Health Services, Haryana may fix the ceilings for each purpose in consultation with the State Finance Department.

(b) Sanctioning authorities will, however, have power to vary the ceiling under different items upto 5 per cent provided scales of pay and allowances for the staff do not exceed those prescribed for the corresponding staff of the State Government. The expenditure on contraceptives may be allowed on and 'as required basis' which shall be the cost of contraceptives actually distributed and not the expenditure incurred on their purchase.

### IV. PROCEDURE FOR SUBMISSION OF APPLICATIONS

The applications on prescribed form (Copy attached shall be submitted in triplicate) through the District Family Planning Officer of the District concerned in which the Institution is situated. Separate applications should be submitted for each project.

The District Family Planning Officer will scrutinise the application carefully and will forward the same to the State Family Planning Officer with his/her recommendations. The District Family Planning Officer will have the right to check the accounts of the utilisation of the previous years. In making his/her recommendations the District Family Planning Officer will certify that:—

- (a) The Institution is of recognised competence and ability.
- (b) the estimates have been checked and found reasonable.
- (c) the establishment of a Family Planning Clinic in the locality proposed is necessary and there is no overlapping of services.

Each application shall be accompanied by the following documents :—

(i) A certificate stating :—

- (a) that the organisation is registered under the Registration of Societies Act, 1860 or other appropriate Act or is a regularly constituted branch of a registered organisation (the name of the Act under which the organisation is registered shall be stated) ;

*Note.*—An Institute which is merely affiliated to a Registered Organisation without being a branch shall get itself registered separately. In case an institution is not registered at the time of the application, it shall get the registration completed before the grant can be allowed to be drawn.) ;

- (b) that the organisation has a regularly constituted managing committee ;
- (c) that the organisation does social welfare work for the public on no profit basis ;
- (d) that the grant-in-aid will be utilised for the purpose for which it is sanctioned ;
- (e) that the service to the public will be provided free of charge except for the sale and distribution of contraceptives which should be according to prescribed institutions ;
- (f) that the audited statements of accounts will be sent at the end of each financial year ;
- (g) that monthly, half-yearly and annual progress reports will be sent regularly as desired ;
- (ii) That the organisation will faithfully carry out the conditions laid down in Section V of these Rules and such other conditions as may be laid down by the State Government/D.H.S., Haryana, for the efficient working of the Family Planning Programme from time to time.

- (iii) A certificate from the District Magistrate to the effect that statements made in the application as well as in the above certificate are correct as far as he is aware, that the bona fides of the organisation and its financial position are satisfactory and that there is nothing against the organisation or its office-bearers staff which should disqualify them from receiving financial assistance from the State Government/Government of India.
- (iv) Latest annual report and a copy of the constitution of the institution.
- (v) Copies of audited statements of accounts for the last three years.
- (vi) Any other documents which may give information on the activities of the institution and its financial position.

Audited statement of accounts shall not be insisted upon in case of grants-in-aid not exceeding Rs 20,000. In such cases, the State Government D.H.S., Haryana, will be fully authorised to get the account audited by their own Auditors/Accountants. The District Family Planning Officers/Auditors/Accountants will help voluntary agencies in respect of grants-in-aid in the preparation of their accounts so that there is no delay in the timely release of the grants-in-aid.

The objective will be to help, encourage and guide the Voluntary agencies in all respects.

The Grants to local bodies and Voluntary organisation shall be sanctioned on the basis of the performance of such local bodies.

There shall be objective assessment of the work of voluntary agencies with reference to the actual results every time that the grant is sanctioned. For this purpose the targets for each agency shall be fixed by the D.H.S. Haryana which shall be taken into account for the release of next grant.

#### V. CONDITIONS OF THE GRANT

1. The Institution/Organisation shall maintain an account with a bank or a post office in the name of the institution and not of an individual whether by name or the designation. The accounts should be operated jointly by two office-bearers.
2. The entire amount of the grant should be utilised within a period of one year from the date of sanction and only for the purpose for which it is sanctioned.
3. If the grant or any part thereof is proposed to be utilised for a purpose other than that for which it is sanctioned, prior approval of the D.H.S., Haryana/State Government shall be obtained which may be given only in exceptional circumstances on very special grounds.
4. No articles should be purchased involving foreign exchange expenditure and no assistance for the import of any articles will be provided by the D.H.S., Haryana/State Government/Government of India.
5. In the case of grants for construction or alteration of buildings, once the plans and estimates of the building have been approved and grant released, they shall not be modified by the organisation without the prior approval of the D.H.S./State Government.
6. In the case of grants for construction/alteration of buildings the institution will spend an equal amount on the construction alterations, etc., from its own resources and furnish a completion report from a qualified architect/engineer along with particulars of the rooms constructed and their areas and item by the details of the expenditure actually incurred together with a certificate from the State P.W.D. that the rates charges are not more than the prevailing P.W.D. Schedule of rates for similar work.
7. In the case of a building grant, the State Government will have a prior lien on the building for the recovery of the amount paid as grant, in the event of the building ceasing to be utilised for the purpose for which the grant was given.
8. The Institution shall submit to the D.H.S., Haryana/State Government reports indicating progress of the construction work and the expenditure actually incurred from the grant as and when required by the D.H.S., Haryana/State Government.
9. The equipment purchased or building constructed with the aid of the grants will vest in the Government and the Institution/Organisation shall maintain an audited record in the enclosed *pro forma* of all permanent and semi-permanent assets acquired wholly or substantially out of the grant. Such assets shall not be disposed of encumbered or utilised for purposes other than those for which the grant was given without prior permission of the State Government should the Institution/Organisation cease to exist at any time such properties shall revert to the State Government/Government of India, in the Ministry of Health and Family Planning. The register shall be maintained separately in respect of each sanctioning authority and a copy thereof furnished to D.H., Haryana/State Government/Government of India in the Ministry of Health and Family Planning annually with the audited accounts after the close of the financial year.
10. The accounts of the institution/organisation should be audited by a Chartered Accountant or a Government Auditor immediately after the end of the financial year. The accounts of the grant shall be maintained properly and separately from its normal activities and submitted when required. They shall always be open to inspection by any member of the Grant Committee constituted by the State Government/Government of India, Ministry of Health and Family Planning or by any officer of the Ministry or State Government concerned. They shall also be open to a test check by the Comptroller and Auditor-General of India or Accountant-General, Haryana at his discretion.

11. (i) The grantee institution will execute a bond in the enclosed proforma on a non-judicial Stamp Paper worth Rs 15 if the amount of the Bond, i.e., the grant -in-aid exceeds Rs 1,000. In case the amount of the Bond is less than Rs 100, the stamp duty payable on the Bond is regulated by Serial No. 15 of the India Stamps (Punjab Second Amendment Act, 1960) with two sureties to the effect that the institution will abide by all the conditions of the grant. In the event of any failure to comply with those conditions or committing any breach of the bond, the grantee with sureties individually and jointly will be liable to refund the entire amount of the grant together with interest as may be fixed by the D.H.S., Haryana/State Government/Government of India, thereon.

(ii) The requirement of furnishing two sureties will not be necessary if the grantee institution/organisation is a Society registered under the Societies registration Act, 1860, or is a co-operative society.

(iii) When the bond is also signed by two sureties both of them should be solvent and owner of such assets worth not less than the amount of the bond as can be attached and sold in execution of a court's decree. This fact should be certified by the District Magistrate or other equivalent authority on the body of the bond.

12. The organisation shall submit a statement duly attested by the auditors, along with the audited accounts specifying clearly that they were not sanctioned grants-in-aid for the same purpose by any other department of the Central or State Government.

13. When the Central or State Government have reasons to believe that the sanctioned money is not being utilised for approved purposes, the payment of further grants may be stopped and the earlier grants recovered.

14. Any portion of the grant which is not utilised for expenditure upon the objects for which it was sanctioned will be refunded in cash to the State Government/Government of India in the Ministry of Health and Family Planning.

15. No portion of the grant will be utilised for furtherance of a political movement.

16. The grantee will not indulge in corrupt practices.

#### VII. RELEASE OF THE GRANT

(a) *New Grants.*—On receipt of an application in accordance with the procedure prescribed under item (a) IV above, it will be examined in accordance with these rules. The amount admissible will when it is of recurring nature, be laid in two instalments.

(b) *Continuation of Grants.*—(i) The application for the continuation of grant will be sent six monthly (April and October). The Continuation grants will be released on receipt of statement of accounts in October countersigned by the State Family Planning Officer/Grants Committee, as the case may be and audited statement of accounts at the end of financial year and other documents and utilisation certificate by the head of the organisation to which the grant was sanctioned that the entire amount of the grant has actually been utilised for the purpose for which it was intended.

(ii) Grants will not be renewed if the progress is found not to be satisfactory.

(iii) If for some reason an audited statement of accounts in respect of the past expenditure against the grants sanctioned cannot be readily submitted, 50 per cent of the grant due may be sanctioned on submission of a Statement of accounts countersigned by the District Family Planning Officer concerned or the State Family Planning Officer grants Committee (as the case may be).

#### VIII. FORMS OF SANCTION, ETC.

A complete set of letters of sanction, undertaking to be obtained from the grantee, Form S.T.R. 42 for receiving grant-in-aid bond to be executed, utilisation certificate and proforma for furnishing assets acquired wholly or substantially out of Government grants are enclosed.

#### PATTERN OF ASSISTANCE AVAILABLE TO VOLUNTARY ORGANISATION AND LOCAL BODIES FOR EMPLOYMENT OF FAMILY PLANNING PROGRAMME

Appendix 'A'

##### I. General—

##### Urban Units ( to cover at 50,000 population )

##### Non-recurring—

Equipment, furniture, building repairs and educational aid	..	3,000
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##### Recurring ( Annual )—

*Full-time/Part-time Medical Officers (at least two, one male and one female)	..	..
One Family Planning Extension Educator ( Female)	..	..
One Family Planning Extension Education ( Female)	..	..
Two Family Planning Welfare Workers ( one male and one female)	..	..
One Store-keeper-cum-Clerk-cum-Accountant	..	..
One Attendant	..	..
Contingencies:—		
(Includes expenditure on F.P. Day, Special meetig, Educational and Publicity material etc.	..	1,000
Contraceptives	..	1,500
<b>Total</b>	..	<b>5,500</b>

\*Part-time Medical Officers will be appointed as far as possible. The number of part-time officer should depend on work load

**Rural Units (at C.D. Blocks)****\*\*Provided on 'as required basis'.****Non-recurring:—**

	Appendix 'B'
1. Equipment, furniture, education aid including film strip projectors 16 mm film projectors with accessories etc. one auto-cycle, repair of buildings and fitting etc.	Rs 8,800
2. Cost of construction of building for three additional sub-centres	21,000
@Relaxable in suitable cases	29,800

**Block Headquarters Staff****Recurring ( Annual):—**

One Assistant Surgeon , Grade I ( Woman)	..	..
One Extension Educator Family Planning	..	..
One Computer	..	..
One Store-keeper-cum-Clerk-cum-Accountant	..	..

**Field Staff for six Sub-Centres**

Two Family Planning and Health Assistant ( Male)	..	..
Four Auxiliary Nurse Midwives ( Family Planning Workers)	..	..
(1 at Headquarters, 1 each at 3 sub- centres, and at the remaining 3 sub-centres Auxiliary Nurse Midwives from MCH Scheme). 4. Voluntary Workers to act as Female Attendants for the Family Planning Welfare Workers to be paid on honorarium at Rs 20 each per month		

**Contingencies:—**

(Including Expenditure on Children's Day, F.P. Day, rent and maintenance of building preparation of audit . visual equipment and auto-cycle)	6,000
Petrol, O & I and Lubricants for Auto-Cycle, Expenditure on making badges and certificate of merit for Parivar Kalyan Sahayaks and Sahayikes and expenditure on other welfare activities	..
Contraceptives ( expenditure may be as on required basis)	4,600
Cycle allowance to one Computer and two Male Family Planning Field Workers at Rs 4 per months	144
Fixes conveyance allowance for 4 Auxiliary Nurse Midwives ( Family Welfare Workers)	192
<b>Total</b>	<b>10,936</b>

**ANNEXURE 'C'****2. PATTERN FOR UNITS OF CENTRAL SOCIAL WELFARE BOARD AND BHARTIYA GRAMEEN MAHILA SANGH**

	Ceiling of expenditure per centre
	Rs
<b>Non-recurring:—</b>	
Construction of accommodation for a Family Planning + Welfare Centre and Residential accommodation for Central Family Planning Welfare Worker, equipments and furniture	7,500
<b>Recurring:—</b>	
For one Family Planning Welfare Worker for each centre contingencies	3,000
Contraceptives	500

\*Supplementary grant will be provided on "as required basis" for contraceptives.

The accommodation as provided under non-recurring expenditure above may subject to the cost of Rs 700 include:—

(a) a living room , kitchen, bath room, lavatory and a verandah for residence of the Family Planning Welfare Worker.

(b) The rooms for the Welfare Centre, a Store and pantry, sanitary annex and a room for groups meetings.

A grant of Rs 6,500 will also be given to the State Social Welfare Advisory Board to meet the expenditure on pay, T.A. and D.A. of a clerk-cum-accountant and Social Worker for supervision and guidance of the rural centres. This grant to the State Social Welfare Board will be released on the recommendations of the Central Social Welfare Board .

**CATEGORY -II**

Population exceeding 10,000 3,000 ( as for other voluntary organs and laid down in Appendix A &amp; B)

Grant-in-aid under category II will be sanctioned on merits of each proposal provided the work load and working hours of these clinics justifies the same and not necessarily in every case.

**3. PATTERN FOR UNITS IN INDUSTRY / TEA GARDENS**

Category I	Assistance
Population less than 10,000	Grants for contraceptives as on required basis .. ..
<b>Category II</b>	<b>Non-recurring</b>
Population 10,000 to 50,000	Equipment , furniture education aid 3,000
	<b>Recurring</b>
	One Health Visitor or Auxiliary Nurse Midwife or F.P. Welfare Workers or P.H. Nurse
	Contraceptives and Contingencies .. 2,500
<b>Category III</b>	
As for full fledged clinic viz. 50,000 and above	Equipment, furniture, building, repairs and education aids 3,000

**Recurring**

Full-time/Part-time Medical Officer ( atleast two, one male and one female)

Two Extension Educators (F.P.) ( one male and one female)

Two Welfare Workers ( F.P. ) ( one male and one female)

One Store-keeper-cum-Clerk-cum-Accountant

One Attendant

Contingencies ( e.g. for F.P. Day) —

Special meetngs educational and publicity .. 1,000

Contraceptives ( on as required basis) .. 1,500

As ar fas possible part-time doctors should be appointed. The number of part-time doctors will depend on work load.

**FORM OF APPLICATION FOR GRANT-IN-AID UNDER FAMILY PLANNING PROGRAMME SCHEME:**

To

THE DIRECTOR OF HEALTH SERVICE, HARYANA, CHANDIGARH-11.

(Through the District Family Planning Officer.)

**Subject.**—Application for grant-in-aid under the Family Planning Scheme.

Sir,

On behalf of the \_\_\_\_\_

(Name of the organisation)

I apply for grant-in-aid of Rs \_\_\_\_\_ for opening / maintaining \_\_\_\_\_ rural clinics and Urban clinics. The necessary details of the scheme are

(number)

given below: W/

I. Name of State \_\_\_\_\_

II. (a) Name of Voluntary Organisation. / Local Body \_\_\_\_\_

(b) Organisation Registered or not \_\_\_\_\_

(c) Affiliated to \_\_\_\_\_

(d) Name and Address of the authority in whose name the grant should be sanctioned \_\_\_\_\_

III. Particulars of the clinic or clinics for which the grant is required:—

1	2	3	4	5	6	7
Serial No.	Location	Population to be covered	New Clinic or continuation of old existing clinic	If existing clinic when opened	Name and address of any other F.P. Clinic serving the population covered by the the new clinic proposed	Distance between the F.P. Clinic already existing and the clinic proposed

IV. EQUIPMENT required \_\_\_\_\_ showing cost of each item and total \_\_\_\_\_ cost (excluding the cost of building and rent)

V. Details of the proposed training programme and the estimate expenditure.

VI. Proposed staff:

Name and Number of posts	Qualifications prescribed for the posts	Pay scale and allowance per month (in Rs)	Nature of Employment Part-time or full time	Qualification of person employed in the each post
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VII. Details of other recurring expenditure per annum, if any \_\_\_\_\_

VIII. Total expenditure Rs \_\_\_\_\_ Non-recurring Rs \_\_\_\_\_

Recurring P.A. Rs \_\_\_\_\_ Total Rs \_\_\_\_\_

IX. Estimated annual income and sources thereof ( recurring and non-recurring separately ) of the organisation during the current and the previous financial year \_\_\_\_\_

X. Amount of Central Assistance required for implementing the scheme for one year ( showing recurring and non-recurring items separately.) \_\_\_\_\_

XI. Additional details, if any \_\_\_\_\_

1. On behalf of the management declare:—

(a) that the organisation is registered under the Registration of Societies Act, 1860 or \_\_\_\_\_ (The name of the Act, under which the organisation is registered should be stated.)

(b) that the organisation has regularly constituted managing committee.

(c) that the organisation does Social Welfare Work for the public on non-profit basis.

(d) that the grant-in-aid will be utilised for the purpose for which it is sanctioned.

(e) that the service to the public will be provided free of charge except for the sale of contraceptives and distribution of contraceptives according to prescribed instructions.

(f) that the audited statements of accounts will be sent at the end of each financial year.

(g) that monthly, half yearly and annual progress report will be sent regularly as desired.

All assets created out of the grant given by the Government will not be transferred to any person/ institution without the prior concurrence of the Government of India. It at any time, the organisation / Institution ceases to exist the property or equipment, purchased out of the Central grant will revert to the Government of India.

The accounts of the institution shall be properly maintained and may be checked by the officer deputed by the Government of India or the State Government.

If the State or the Central Government have reason to believe that the affairs of the institution are not being properly managed or the sanctioned money has not been utilised for approved purposes, the Government of India may stop payment of further instalments of grant and the management will undertake to refund such money as the Government may decide.

The institution shall exercise the utmost economy in its working especially in respect of expenditure out of Central grant for equipment.

The Terms and Conditions laid down in the procedure for financial assistance to Local Bodies and Voluntary Organisation as acceptable to us.

(Signature)

On behalf of the management

Designation (Stamp)

Comments of District Magistrate/Local Administration / Authority.

Grant is recommended. So far as I am aware, the bona fides of the organisation and its financial position are satisfactory and that there is nothing against the organisation or its office bearers / staff which should disqualify them from receiving financial assistance from the Government of India.

(Signature.)

(Designation.)

(Stamp)

#### RECOMMENDATIONS OF THE DISTRICT F.P. OFFICER, STATE FAMILY PLANNING OFFICER / GRANTS COMMITTEE

The application from \_\_\_\_\_ (institution) is forwarded duly recommended to the State Family Planning Officer, Haryana / Grants Committee / State Government / Government of India, Ministry of Health and Family Planning (Department of Family Planning.)

1. That the institution is a recognised one.

2. The application has been examined and it is found that it is covered under the scheme.

3. The scheme for which the application is being recommended is absolutely essential for the development/ expansion of the Family Planning Programme.

4. That the estimates have been checked up and are found reasonable.

5. That the institution is of outstanding character.

6. That a senior officer of the State Government has visited the institution and the certificate required, -vide Part II (i) and (ii) are enclosed and have been checked and found in order.

7. The institution is in a position to meet their share of expenditure.

THE DISTRICT FAMILY PLANNING OFFICER / STATE FAMILY PLANNING OFFICER, HARYANA/ GRANTS COMMITTEE, THEREFORE RECOMMENDS THAT THE FOLLOWING GRANT MAY BE GIVEN BY THE STATE FAMILY PLANNING OFFICER / STATE GOVERNMENT / GOVERNMENT OF INDIA, MINISTRY OF HEALTH AND FAMILY PLANNING (DEPARTMENT OF FAMILY PLANNING)

Item

Recurring  
Rs

Non-recurring  
Rs

(a)

(b)

(c)

(d)

(Signature.)

Designation.

STAMP.

No. \_\_\_\_\_

DEPARTMENT OF HEALTH SERVICES, HARYANA

Dated, Chandigarh the \_\_\_\_\_

From

THE DIRECTOR OF HEALTH SERVICES, HARYANA,  
CHANDIGARH-11.

Subject.— Grant-in-aid for F.P. Programme for the period from \_\_\_\_\_ to \_\_\_\_\_.

Sir,

I am directed to refer to your request for a grant from the State Government for the Family Planning Programme. The State Family Planning Officer, Haryana, has sanctioned a non-recurring grant of Rs \_\_\_\_\_ (Rupees) \_\_\_\_\_ only as detailed below:—

Serial  
No.

Purpose for which the grant has been sanctioned

Amount

1

Rs

2. The grant-in-aid will be subject to the conditions and principles laid down in " Rules for grants to Voluntary Organisation and local bodies for Family Planning Programme in Haryana State " and Rules 15.1 to 15.9 of the P.F. Rs., Vol. 1, as amended from time to time as well as the other specified conditions enumerated in the Annexure to this letter.

3. The payment of the Grant will be made direct by the Treasury on production of a bill in Form S.T.R. 52<sub>1</sub> (copy enclosed) duly signed by an office-bearer of the Institution Organisation authorised to operate upon its bank accounts and to bind it financially in accordance with its rules and regulations, and countersigned by the under-signed. The bill to be sent by the organisation should be accompanied by (1) on undertaking in the enclosed *pro forma* that the terms and conditions of the grant are acceptable to the organisation ; (2) a bond duly executed and signed in the enclosed *pro forma* on a non judicial stamp paper worth Rs. (of such value as the State Government may direct (3) a certificate that the institution organisation is not involved in any proceedings relating to the accounts or conduct of any of its office bearers ; and (4) a certified copy, duly attested by a Gazetted Officer of the documents showing the constitution of the Governing Body or Managing Committee responsible for the running of your organisation and that the person signing the bill and bond is authorised to operate upon and bind the funds of the Organisation.

4. The following documents duly certified as correct by a Chartered Accountant or Government audit or may be sent to this office immediately after the grant is fully utilised :—

- (i) A utilisation certificate in the enclosed *pro forma* to the effect that the grant has been utilised for the purpose for which it was sanctioned.
- (ii) Audited accounts reflecting therein the grant and the item by item expenditure incurred therefrom.
- (iii) A copy of the register of assets in the enclosed *pro forma* in duplicate.
- (iv) In the case of grants for construction/allocation of buildings a completion report from a qualified architect/engineer along with other documents referred to in para 6 of the conditions of the grant.
- (v) A certificate in terms of para 12 of the conditions of buildings of the grant that the organisation has not received financial assistance for the same purpose from any other department of the Central or State Government or any other Government Agency.
- (vi) An achievement-cum-performance report explaining—
  - (a) the purpose for which the grant was received;
  - (b) The manner in which it has been utilised ; and
  - (c) how the grant helped to improve the performance of the institution.

5. The expenditure is debitable to the following sub-heads of account "30—Public Health—A—Public Health Establishment—A-3 (I)—Other Public Health Establishment—XXI—50—Family Planning Programme (Plan Provision)".

6. The sanction has been accorded as per pattern of assistance laid down.

Yours faithfully,

Director, Health Services, Haryana,  
Chandigarh-11.

No. \_\_\_\_\_

Copy, with one spare copy, forwarded to the Accountant-General, Haryana, Simla, with the request that necessary authority for payment of grant may kindly be issued immediately.

It is certified that the Health Directorate, Haryana, have satisfied themselves about the financial position of the grantee before sanctioning the above grant.

Necessary orders regarding transfer of funds will be issued in due course.

Director, Health Services, Haryana,  
Chandigarh-11.

No. \_\_\_\_\_

Copy forwarded to the :—

- (1) Chief Medical Officer/District Family Planning Officer, \_\_\_\_\_.
- (2) It is requested that the concerned District Officer may be informed of the grant sanctioned to this Institution with instructions, that during the course of their normal duties they may kindly make it convenient to visit this institution/organisation and see the work being done by it and the manner in which the grant is being utilised and send a report to this Directorate, in this regard.
- (3) The Organisation Secretary, Indian Red Cross Society, Haryana State Branch, Chandigarh, for information.
- (4) One copy to Accounts Section.

Director, Health Services, Haryana.



## ANNEXURE

### UNDERTAKING

\_\_\_\_\_ agree to be governed by the terms conditions of the  
(Name of the institution)  
grant sanctioned by the Director of Health Services, Haryana State Government/Government of India,—vide  
their letter No. \_\_\_\_\_, dated the \_\_\_\_\_.

2. The land for the construction of the building for which the grant has been sanctioned is available and the institution agrees to spend an equal amount on the constructions/alteration, etc., from its own sources at the rates which will not be more than the prevailing State Public Works Department Schedule of the Rates for similar work. The plans for building construction have been approved by the local Municipal or other appropriate authorities and a copy of their sanction is attached.

Signature of the Head of the Institution.

Form S.T.R. 52

Voucher No. \_\_\_\_\_

(See Rule 4.4 S.T.R.)

Date \_\_\_\_\_

Grant-in-aid Bill

List of payment \_\_\_\_\_

Head of account \_\_\_\_\_

“30—Public Health—A—Public Health Establishment—A-3(I)—Other Public Health Establishment—  
XXI—50—Family Planning Programme (Plan Provision)”.

Received the sum of Rs \_\_\_\_\_ (in words) being the grant -in-aid for the period  
from \_\_\_\_\_ to \_\_\_\_\_ sanctioned by the \_\_\_\_\_  
in his letter No. \_\_\_\_\_, dated \_\_\_\_\_ (copy enclosed).

Rs \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

Designation \_\_\_\_\_

(For use in Treasury)

Pay Rs \_\_\_\_\_.

Examined.

Treasury Accountant.

Treasury Officer.

(For use in Accountant-General's Office)

Admitted Rs \_\_\_\_\_

Objected Rs \_\_\_\_\_

Reasons of objection \_\_\_\_\_

Auditor.

Superintendent.

Gazetted Officer.

### BOND

This Bond made this, the \_\_\_\_\_ day of \_\_\_\_\_, one thousand nine hundred and sixty \_\_\_\_\_, between \_\_\_\_\_ an Association registered under the Societies Registration Act, 1860 and having its office at \_\_\_\_\_ in the State of \_\_\_\_\_ (Hereinafter called 'the obligor' of the First Part, and (1) \_\_\_\_\_ (Name of the surety), son of \_\_\_\_\_, resident of \_\_\_\_\_, (2) \_\_\_\_\_ (name of the surety), son of \_\_\_\_\_, resident of \_\_\_\_\_ (hereinafter jointly called 'the Sureties') of the Second Part and the Government of \_\_\_\_\_ (hereinafter called the [the Government] of the Third Part).

Whereas at the request of the obligor the Government have sanctioned a grant-in-aid of Rs \_\_\_\_\_ (rupees \_\_\_\_\_),—vide their letter No. \_\_\_\_\_, dated \_\_\_\_\_ (hereinafter referred to as the said letter) which form an integral part of these presents and a copy whereof is annexed hereto and marked with the letter 'A' for the purpose of only condition of the obligor executing along with two sureties a bond in favour of the Government on the terms and conditions and in the manner hereinafter contained which the Obligor has agreed to do.

Now this Bond Witnesseth and it is hereby agreed and declared as follows :—

(1) That the Obligor shall utilise the said grant-in-aid of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) only for the purpose specified in the said letter and for the no other purpose whatsoever.

(2) That the obligor shall abide by all the terms and conditions specified in the said letter and Rules 15.1 to 15.9 in the P.F. Rs., Vol. I, and any orders or instructions that may be issued by Government from time to time.

(3) That in the event of any failure on the part of the obligor to abide by any of the terms and conditions of the grant-in-aid specified in the said letter or his committing any breach thereof, the Government will be at liberty to order the obligor and/or the Sureties or either of them to repay in full (forthwith the entire grant-in-aid) amounting to Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) or any part thereof with interest thereon at the rate of eight (8 per cent) per annum and any order made by Government in this respect will be final and binding on the obligor and the Sureties and on receipt of the said order the obligor and the Sureties shall jointly and severally forthwith and without any objection pay to the Government such sum not exceeding a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_), plus interest thereon as may be fixed by the Government and the decision of the Secretary to the Government about the amount so to be paid shall be final and conclusive.

(4) Upon the Obligor utilising the grant-in-aid only for the purpose specified in the said letter and abiding by fulfilling and performing all the terms and conditions of the said letter the above written obligation shall be void and of no effect but otherwise it shall be and remain in full force effect and virtue.

PROVIDED always and it is hereby agreed and declared that the decision of the Secretary, Medical and Public Health Department, Government of Haryana, Chandigarh, as to whether the Obligor has or has not performed and observed the obligation and conditions hereinbefore recited shall be final and binding.

PROVIDED further that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or any for bearance, act or a commission of the Government of any person authorised by them (whether with or without the knowledge or consent of the Sureties) or shall it be necessary for the Government to see or take action against the Obligor before suing or taking action against the Sureties or either of them.

5. The obligor agrees to bear the stamp duty, if any, chargeable on those presents.

IN WITNESS whereof those presents have been signed by Shri \_\_\_\_\_ for and on behalf of the obligor and Shri \_\_\_\_\_ and Shri \_\_\_\_\_ as the sureties and Shri \_\_\_\_\_ for and on behalf of the Governor of \_\_\_\_\_ on the dates appearing against their respective signatures. Signed by Shri \_\_\_\_\_ (Sd.), Dated \_\_\_\_\_ in the presence of

1. Witness

(Sd.) \_\_\_\_\_  
Name and Address \_\_\_\_\_

2. Witness.

(Sd.) \_\_\_\_\_  
Name and address \_\_\_\_\_

Signed by Shri \_\_\_\_\_ and Shri \_\_\_\_\_ (sureties) in the presence of \_\_\_\_\_

1. Witness.

(Sd.) \_\_\_\_\_  
Name and address \_\_\_\_\_

2. Witness.

(Sd.) \_\_\_\_\_  
Name and address \_\_\_\_\_

Certified that the Sureties named above are solvent and are owner of such assets worth not less than the amount of the bond as can be attached and sold in execution of a Court's, decree.

Signature  
(Name to be given in Block letters)  
Designation  
(with Seal of authority)

Signed by Shri \_\_\_\_\_, dated \_\_\_\_\_ for and on behalf of the Governor of \_\_\_\_\_ in the presence of \_\_\_\_\_

1. Witness.

2. Witness

#### UTILISATION CERTIFICATE

Certified that the expenditure against the grant sanctioned to the \_\_\_\_\_ has been verified from the vouchers in support therefor, and that it has been incurred on the following non-recurring items for which it was sanctioned by the Director of Health Services, Haryana/Government of Haryana/India,—vide their letter No. \_\_\_\_\_, dated \_\_\_\_\_.

Voucher No.	Date	Particulars of articles purchased	Quantity	Cost

Signature  
Chartered Accountant.

Signature  
Incharge of the Institution.

PRO FORMA

Register of assets acquired wholly or substantially out of the Government grants (To be maintained by the Grantee Institutions)  
Sanctioning Authority\_\_\_\_\_

Serial No.	Name of the Grantee Institution			Whether any condition regarding the right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the Grant-in-aid sanction	Particulars of assets actually created or required	Value of assets
	No. and date of sanction	Amount of sanctioned grant	Brief purpose of the grant			
1	2	3	4	5	6	7
				The assets acquired out of the grants shall not, without the prior sanction of the Government of Haryana/India be disposed or encumbered or utilised for the purpose other than those for which the grant was sanctioned		
Purpose for which utilised at present	Emcumbered or not	Reasons, if encumbered	Disposed of or not	Reasons and authority, if any for disposal	Amount released on disposal	REMARKS
8	9	10	11	12	13	14

Notel.—A separate *pro forma* should be maintained in respect of each sanctioning authority.

2. A copy of this *pro forma* should be submitted annually to the sanctioning authority.

FORM V (CERTIFICATE)

Certified that no grants or aid have been made to\_\_\_\_\_by the\_\_\_\_\_  
\_\_\_\_\_or any other Department for the purpose for which the following grant is sought and that grant for the same purpose has not been refused by the\_\_\_\_\_  
or any other Department of the Government of Haryana/India.\_\_\_\_\_

(Signature)

(Grantee)

Dated\_\_\_\_\_

Place:

DETAILS OF THE GRANT SOUGHT

APPENDIX 'B'

Grants to voluntary organisations and local bodies for Family Planning Programme Grants to be linked up on performance of the organisation.

The Government of India give100 per cent financial assistance to voluntary organisations and local bodies for the formation of the following schemes under the Family Planning Programme :—

1. Family Welfare Planning Centre.—

	(Recurring)	(Non-recurring)
	Rs	Rs
Urban	.. 19,780	3,000
Rural	.. No approved pattern	

(ii) *Sterilization Bureau Unit*.—Rs 10,500 for conducting sterilization operations.

(iii) *Family Planning Bureau*.—

Recurring Rs	Non-recurring Rs
52,500	72,000

(iv) and (v) *Mobile Clinic and Information Centre*.—There is no approved pattern for these projects and the grants are sanctioned on the recommendations of the State Family Planning Officer with the concurrence of the Ministry of Finance.

(vi) *I.U.C.D.*—The pattern is under consideration.

Grants are also given to the education leaders at the following rates :—

(a) Regional Family Planning Education Leader	Rs 4,000 per year
(b) District Family Planning Education Leader	Rs 2,000 per year
(c) Zonal Family Planning Education Leader	Rs 2,000 per year
(d) Institutional Family Planning Education Leader	Rs 4,000 per year

Since the Family Planning Programme has now become a target oriented time bond programme, it has been considered necessary that the grants to local bodies and voluntary organisations should be related to the performance of such bodies. For this Family Planning Centres run by local bodies and voluntary organisations should be related to the performance of such bodies. For this purpose the targets may be laid down according to the following criteria :—

#### 1. Targets for Urban Family Welfare Planning Centres run by local bodies and voluntary organisations.

The Government of India, in Department of Family Planning letters, No. 5-6/66-P&E, dated 10th May, 1966 and 5th September, 1966, P&E, dated 25th May, 1966, have already suggested to the State Governments how the targets should be fixed. The targets for urban centres run by local bodies and voluntary organisations should be fixed on the same basis. The urban centres will fall into the two categories, namely (a) centres situated in the districts and towns selected for intensive work and (b) centres situated in other parts of the country. According to approved pattern, each of these urban centres should have on its establishment one male and one female doctors. The male doctor can perform I.U.C.D. insertions. If they are not trained they can be trained by arrangement with the State Health Authorities. By and large these urban centres cover a population of 50,000 but in certain cases they may be covering population up to 70,000.

For Centres under category (a) (in intensive area) the targets shall be 1,250 I.U.C.D. insertions per annum, 175 sterilization operations per annum and motivating 400 new cases in the use of condoms and 100 new cases in the use of foam tablets, jellies, etc., and above the number of the active cases remaining on their roll at the beginning of the year. For centres under category (b) in non-intensive areas the targets shall be 700 I.U.C.D. insertions per annum, 125 sterilization operations per annum and motivating 400 new cases in the use of condoms and 100 new cases for the use of foam tablets and jellies over and above the number of active cases on their roll at the beginning of any year. Continuation grants may be considered on the basis of achievement of the targets as indicated.

#### 2. Targets for Family Welfare Planning Centres in rural areas under local bodies and voluntary organisations.

According to the reorganised programme of 1963 family planning programme in rural areas is closed and initially linked up with the Primary Health Centres and has therefore, to be executed by the State Primary Health Centres and has, therefore to be executed by the State Governments. However, a number of rural family planning centres were already functioning at the time of sanctioning the reorganised family planning programme and several new centres have since been sanctioned in rural areas under voluntary organisations on the recommendations of the State Governments that these areas are not likely to be covered by the State Governments in the near future. Many of these centres in rural areas have not been fully staffed with doctors and paramedical personnel as in the reorganised programme several of them have only skelton staff and look after a small population. Those centres should strictly be considered as equivalent to sub-centres under the reorganised programme. Targets of these centres cannot, therefore be laid down on the same basis as has been done for urban centres. Central Social Welfare Board is running a number of centres with only a lady health visitor and looking after a very small population. For rural centre under voluntary organisations and local bodies, having doctors on their establishment, the targets should be fixed on the same basis as has been suggested for the State Governments, namely 11 I.U.C.D. insertions per 1,000 population, 3.5 sterilization operations per thousand population and motivating 4 persons per thousand population in the use of condoms and one woman per 1,000 population in the use of foam tablets and jellies for centres situated within the intensive districts the target should be 10 I.U.C.D. insertions per thousand population, 2.5 sterilization operations per 1,000 population and motivating 4 persons in the use of condoms and one woman in the use of foam tablets and jellies.

For rural centres that do not have any Medical Officer on their establishment the target should be motivating persons for I.U.C.D. insertions, sterilisation operations and use of conventional contraceptives in the same proportion, for units having a doctor and getting these insertions and operations carried out through nearest regular Family Welfare Planning Centre.

## 3. Targets for sterilization units having wholetime staff.

Such units are generally under the State Government in hospitals up to Taluka level. Sterilization units are not generally sanctioned in favour of voluntary organisations. Only a few such centres have been recommended to bigger organisations on special recommendation of the State Health Department. These sterilization units with whole time staff should work on a mobile basis, organize vasectomy camps and perform a minimum number of 150 vasectomy operations per month as has been recommended by the Mukherjee Committee for doctors attached with mobile units in paragraph 3.1 of its recommendations.

## 4. Targets for Family Planning Bureau.

Family Planning Bureaus have been sanctioned for a very few Corporations having a population of 10 lakhs and above. These bureaus will have the same staff as admissible to a District Family Planning Bureau, namely that it will have a supervisory medical officer and two assistant surgeons (Grade I), one male and one female. They will have also adequate workers for promotional work, namely, two extension educators and two field workers. Each of these bureaux should, therefore, organise vasectomy camps and I.U.C.D. insertion camps with the help of the male and female assistant surgeons. At present these bureaux have been sanctioned for Corporations of cities which have been suggested for intensive work for family planning. So, each of these bureaux should perform 2,500 I.U.C.D. insertions and 175 sterilization operations by organising camps specially in slum areas where intensive work should be undertaken by these bureaux.

## 5. Targets for mobile clinics.

These clinics generally have on its establishment 1 male and one female doctor. Their targets should, therefore, be 150 vasectomy operations and 400 I.U.C.D. insertions per month as recommended in paragraph 3.1 of the Mukherjee Committee Report.

No.....

FROM

The Director, Health Services, Haryana,  
Chandigarh-11.

TO

*Subject.*—Family Planning Grant-in-aid for Family Welfare Planning Centre.

*Reference.*—Reference your Memo/letter No....., dated.....

SIR,

I am directed to convey the sanction of the Director, Health Services, Haryana/Government of Haryana to the opening of Urban/Rural Family Welfare Planning Centre on the following approved pattern by and to the pay of grant-in-aid of 100 per cent non-recurring and recurring expenditure.

*Non-recurring.*—Equipments Furniture, Building repairs and Educational aid.

*Recurring—Staff.*—\*Full-time/Part-time Medical Officers (At least 2, 1 male and 1 female).

Family Planning Extension Educator (Male).  
Family Planning Extension Educator (Female).  
Family Planning Welfare Worker (Male).  
Family Planning Welfare Worker (Female).  
Family Planning Field Worker.  
Store-keeper-cum-Clerk-cum-Accountant.  
Auxiliary Nurse Midwife (Family Welfare Worker).

1. *Attendant.*—  
Contingencies

.. (Including expenditure of Family Planning Day, Special Meetings, educational and Publicity Materials, etc.)

**\*\*Contraceptives.**

2. The assets acquired with the non-recurring grant of Rs.....(in words) (.....) including equipment, furniture, educational aids and filmstrip projector, etc., should not, without the prior sanction of the Government be disposed of encumbered or utilised for the purpose other than those for which the grant is sanctioned. The articles are to be selected from the list attached according to requirements of the centre and purchases should be made at the lowest rate by inviting sealed quotations within one year from the date of sanction of this letter. Thereafter the unspent balance out of the sanctioned non-recurring grant will be refundable or adjusted in future continuation grant.

\*Part-time Medical Officers will be appointed as far as possible. The number of part-time officers should depend on work load.

\*\*Provided on as required basis.

3. An itemwise statement of the equipment, etc., purchased with the help of the grant sanctioned showing the expenditure incurred against the each item duly signed and certified that by the Chartered Accountant as correct should be sent while applying for further continuation grant after one year of the starting of the centre.

4. The office bearers of their relatives, i.e., father, mother, brothers, sisters, sons, daughters, sons-in-law, daughters-in-law etc., should not to be appointed in Family Welfare Planning Centre, opened with grant-in-aid from Government of India. There is, however, no objection to the appointment of such workers in honorary capacity. The scales of pay of staff should not exceed those prescribed by the State Government for similar category of posts.

5. The expenditure of Rs 1,500 on account of distribution of approved contraceptives as per enclosed list should be incurred in accordance with the instructions laid down in the Ministry of Health letter No. f. 5-3-59-FP, dated the 25th July, 1960 and 9th November, 1961 (enclosed). The supply of foam tablets and cream should please be obtained free from the Deputy Assistant Director-General, Medical Stores Depots and at Calcutta, Madras and Bombay only and not directly from the market which will not be reimbursed.

6. Sanction of the President is, therefore, accorded to the payment of grant-in-aid of Rs \_\_\_\_\_  
(in words) \_\_\_\_\_ to your for \_\_\_\_\_ Urban/Rural Centre as per details  
below subject to adjustment, later, on the basis of actual expenditure according to approved pattern as on reverse.

*Non-recurring—*

*Recurring.*—At 100 per cent for the six/twelve months from the date, the centre is opened or from the date of this sanction if centre is already functioning.

Total

7. The payment of the grant-in-aid will be made on production of a bill prepared by you in Form S.T.R. 52 (two copies enclosed) which may be signed in duplicate at the places marked 'x' and forwarded for countersignature of the Accounts Officer of this Department and return to enable you to draw the grant.

8. The grant-in-aid should be utilised for the purpose for which it is intended and a certificate in the proper *pro forma* duly countersigned by the District Family Planning Officer/Chief Medical Officer concerned with details of expenses and on each of the approved items on the prescribed *pro forma* and a progress report on the working of the scheme should be furnished. All this information is required to be sent through the Chief Medical Officer/District Family Planning Officer, with his recommendations at the time of applying for continuation grant, Audited Statement of accounts may be sent in due course after close of financial year.

9. If the grant or any part thereof is proposed to be utilised for a purpose other than that for which it is sanctioned, prior approval from this Department of the Government of India should be obtained which may be given only in exceptional circumstances on very special grounds.

10. The expenditure involved is debitable to the Major Head :—

“30—Public Health—A—Public Health Establishment—A-3(I)—Other Public Health Establishment  
XXI-50—Family Planning Programme—Plan Provision.”

The expenditure is to be booked as Plan Expenditure.

11. Necessary reappropriation orders for the provision of funds in the.....circle of accountant will be issued separately.

12. It is certified that the rules and principles of the pattern of assistance have already been approved in consultation with the Ministry of Finance.

13. It is requested that three specimen of your signatures duly attested by a Magistrate with the SEAL may kindly be furnished to this Directorate along with the Form S.T.R. 52 duly completed.

14. You should maintain a register in Form G.F.R. 19. (*Pro forma* attested) of all assets acquired out of this grant. This register is required to be maintained separately in respect of each sanction and two copies of the same duly signed by the grantee be furnished to this Department annually.

15. The register of Assets so maintained by the Institution shall be available for/open to scrutiny by audit.

16. The Institution receiving the grant and its account shall be open for inspection by persons duly authorised by the Central or State Governments concerned.

Yours faithfully,

Director, Health Services, Haryana.

No.....

Copy forwarded to :

- (1) The Accountant-General, with one spare copy for onward transmission to the Treasury Officer, concerned.
- (2) The Treasury Officer, for making payment.

Director, Health Services, Haryana,  
Chandigarh-11.

No.....

Copy forwarded to the Accounts and Budget Section (for maintaining a Grant Register), for information.

Director, Health Services, Haryana,  
Chandigarh-11.

No.  
Government of  
Department of

New Delhi, Dated the

From

The Under-Secretary to the Government of India.

To

*Subject*—Family Planning-Continuation grant for Family Welfare Planning Centres opened with Central assistance.

Sir,

In continuation of

letter No. \_\_\_\_\_ dated the

I am directed to convey the sanction of the Governor to the payment to you of a grant-in-aid of Rs. .... (Rupees ) Twelve month from... to (subject to adjustment later on the basis of actual expenditure incurred on the maintenance of the Family Planning Welfare Centre, opened with Central assistance.

*Non-recurring*—

Admissible expenditure for equipment and furniture etc.

*Recurring*—

Admissible expenditure for the year 1966—

Rs.

Staff

Contingencies.

Contraceptives—

Total:—

Less grant already given for the above period unspent balance/Balance due on 1st April, 19

*Recurring*—

Estimated expenditure for the year 19 as recommended by the State Family Planning Officer:—

1. Medical Officer.

2. Social Worker/Health Visitor/Public Health Nurse/Field Worker/Family Planning Extension Educator (Female).

3. Social Worker/Family Planning Extension Educator (Male).

4. Family Planning Welfare Worker (Male).

5. Family Planning Welfare Worker (Female) Auxiliary Nurse/Midwife.

6. Clerk-cum-Accountant.

7. Attendant (Peon or Aya)

8. Contingencies.

9. Contraceptives.

10. Conveyance allowances.

Total grant for 19

Less unspent balance/plus grant due on

Net grant-in-aid payable up to.

2. The payment of grant-in-aid will be made on production of a bill prepared by you in form S.T.R. 52 (two copies enclosed ) duly concerned countersigned by the Accounts Officers of the this Department. Both the forms may be signed at the placed marked 'X' and sent to this Department for countersignature and return to enable you to draw the grant.

3. The grant-in-aid should be utilised for the purpose for which it is intended and an audited statemente of accounts together with a report on the working of the clinic should be submitted to this Department through the State Family Planning Officer. Details of expenditure on each of the approved items showing the salary given to each category of staff employed should also be sent along with the statement of account in the *pro forma* already sent to you with the Director-General of Health Services, letter No. 7-6-62/F.P. dated the 7th May, 1962.

4. The expenditure involved is debitable to the Major Head . The expenditure is to be booked as 'Plan' expenditure.

5. Necessary reappropriation orders for the provision of funds in the circle of accounts will be issued separately.

6. It is certified that the rules and principles of the pattern of assistance have already been approved on in consultation with the Ministry of Finance.

7. Please note that supply of foam tablets and cream should be obtained from the Deputy Assistant Director-General, Medical Store Depots, Madras and Bombay, respectively, only and not directly from the market which will not be reimbursed.

8. You should maintain a register in Form 'G. F. R. 19 (attached) of all assets acquired out of this grant. This register is required to be maintained separately in respect of each sanction and two copies of the same duly signed by the grantee be furnished to this Department/Ministry Annually.

Yours faithfully,

Under-Secretary,